

Croydon Council

Equality Analysis Form

Stage 1 Initial Risk Assessment - Decide whether a full equality analysis is needed

At this stage, you will review existing information such as national or local research, surveys, feedback from customers, monitoring information and also use the local knowledge that you, your team and staff delivering a service have to identify if the proposed change could affect service users from equality groups that share a “protected characteristic” differently. You will also need to assess if the proposed change will have a broader impact in relation to promoting social inclusion, community cohesion and integration and opportunities to deliver “social value”.

Please note that the term ‘change’ is used here as shorthand for what requires an equality analysis. In practice, the term “change” needs to be understood broadly to embrace the following:

- Policies, strategies and plans
- Projects and programmes
- Commissioning (including re-commissioning and de-commissioning)
- Service Review
- Budgets
- Staff structures (including outsourcing)
- Business transformation programmes
- Organisational change programmes
- Processes (for example thresholds, eligibility, entitlements, and access criteria)

You will also have to consider whether the proposed change will promote equality of opportunity; eliminate discrimination or foster good relations between different groups or lead to inequality and disadvantage. These are the requirements that are set out in the Equality Act 2010.

1.1 Analysing the proposed change

1.1.1 What is the name of the change?

Update on School Place Planning strategy and funding for the next 3 academic years – 2017/18 to 2019/20 agreed by Cabinet in January;
Update on the two year Schools’ Maintenance Plan for 2017/18 and 2018/19;
Consultation on proposed changes to the Admission Arrangements for Community Schools for the 2019/20 academic year.

1.1.2 Why are you carrying out this change?

Please describe the broad aims and objectives of the change. For example, why are you considering a change to a policy or cutting a service etc.

Please read this EqIA in conjunction with the EqIA for the January 2017 cabinet report.

Croydon has a statutory duty to ensure that it has sufficient places for all pupils in schools within the Borough. As part of this, the Council need to manage fluctuations in demand as a result of demographic change and parental choice. This includes creating additional school places and/or removing school places where there is a higher than necessary level of places.

Croydon assesses the supply and demand of pupil places on an annual basis and this forms part

of the Council's school capacity survey (SCAP) return to the Department for Education. SCAP includes the number of places and pupils in a school; and an estimation of how many pupils there will be in future.

There is a reduction in the demand for school places. The proposal is to reduce the Published Admissions Number (PAN) for schools where there will be / is high level of surplus for the 2019/20 academic year so that the PAN is more in line with the actual number of pupils on roll.

Schools' Maintenance Plan for 2017/18 and 2018/19 – ref. EqIA for January 2017

1.1.3 What stage is your change at now?

See **Appendix 1** for the main stages at which equality analyses needs to be started or updated.

Report to the Council's Cabinet Committee for decision and information on the proposed changes. Updating and seeking Council's Cabinet Committee approval: to implement the proposed changes to the Education Estates Supply Strategy for the next 3 academic years (2017/18 – 2019/20), including:

- Arrangements for Community Schools, and Co-ordinated scheme for the 2019/20 academic year; primary & secondary, including proposed reduction of published admission numbers for schools with high level of surplus places.

Please note that an equality analysis must be completed before any decisions are made. If you are not at the beginning stage of your decision making process, you must inform your Director that you have not yet completed an equality analysis.

1.2 Who could be affected by the change and how

1.2.1 Who are your internal and external stakeholders?

For example, groups of council staff, members, groups of service users, service providers, trade unions, community groups and the wider community.

People Department, Education and Youth Engagement, including Nursery, Special Educational Needs, Inclusion and Disability ; Capital Delivery Hub (CDH); School Admissions, Comms; Ward Councillors, MPs, Finance, Legal, HR.

Schools – leadership team, governing bodies, academy trusts, and staff; pupils; parents/carers and local residents / resident & community groups, including those from protected groups; contractors; Trade union; neighbouring boroughs.

1.2.2 What will be the main outcomes or benefits from making this change for customers / residents, staff, the wider community and other stakeholders?

Croydon's School Place Supply Strategy - update

The strategy will ensure that sufficient school places – primary, secondary and special educational needs - are available to meet local demand. The proposed reduction of PANs for some school will allow better alignment of PANs with actual number of pupils on roll, leading to cost savings.

A key aim of the strategy is to ensure there is equality of opportunity in the provision of school

places across the Borough for all pupils, including those with protected characteristics. This will also help meet parental and diversity of education choice.

There are also other benefits to be derived from reduction of PAN for an existing school, such as, allowing the school leadership team in offering a more accurate number of places; and also help with long term planning. Should the demand for extra places increase in the future, the PAN could be easily increased as there will not be any changes to the accommodation at the school.

School Maintenance Plan (ref. EqIA for January 2017 cabinet report)

The Plan will ensure that schools are properly maintenance and remain open. It supports educational performance and the health & safety of pupils and staff

1.2.3 Does your proposed change relate to a service area where there are known or potential equalities issues?

Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response If you don't know, you may be able to find more information on the Croydon Observatory (<http://www.croydonobservatory.org/>)

No









1.2.4 Does your proposed change relate to a service area where there are already local or national equality indicators?

You can find out from the Equality Strategy <http://intranet.croydon.net/corpdept/equalities-cohesion/equalities/docs/equalitiesstrategy12-16.pdf>). Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response

Yes

1.2.5 Analyse and identify the likely advantage or disadvantage associated with the change that will be delivered for stakeholders (customers, residents, staff etc.) from different groups that share a “protected characteristic”

Please see Appendix 2 (section 1) for a full description of groups.

	Likely Advantage 	Likely Disadvantage 
Disability		
Race/ Ethnicity		
Gender		
Transgender		
Age		
Religion /Belief		

Sexual Orientation	😊	
Pregnancy and Maternity	N/A	
Social inclusion issues	😊	
Community Cohesion Issues	😊	
Delivering Social Value	😊	

1.2.6 In addition to the above are there any other factors that might shape the equality and inclusion outcomes that you need to consider?

For example, geographical / area based issues, strengths or weaknesses in partnership working, programme planning or policy implementation

No

1.2.7 Would your proposed change affect any protected groups more significantly than non-protected groups?

Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response. For a list of protected groups, see Appendix.....

No

1.2.8 As set out in the Equality Act, is your proposed change likely to help or hinder the Council in advancing equality of opportunity between people who belong to any protected groups and those who do?

In practice, this means recognising that targeted work should be undertaken to address the needs of those groups that may have faced historic disadvantage. This could include a focus on addressing disproportionate experience of poor health, inadequate housing, vulnerability to crime or poor educational outcomes *etc.*

Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response.

The proposed changes are likely to help the Council in advancing equality of opportunity between people who belong to any protected groups and those who do.

1.2.9	<p>As set out in the Equality Act, is the proposed change likely to help or hinder the Council in eliminating unlawful discrimination, harassment and victimisation in relation to any of the groups that share a protected characteristic?</p> <p>In practice, this means that the Council should give advance consideration to issues of potential discrimination before making any policy or funding decisions. This will require actively examining current and proposed policies and practices and taking mitigating actions to ensure that they are not discriminatory or otherwise unlawful under the Act</p> <p>Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response.</p>
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The proposed changes are likely to help the Council in eliminating unlawful discrimination, harassment and victimisation in relation to any of the groups that share a protected characteristic.

1.2.10	<p>As set out in the Equality Act, is your proposed change likely to help or hinder the Council in fostering good relations between people who belong to any protected groups and those who do not?</p> <p>In practice, this means taking action to increase integration, reduce levels of admitted discrimination such as bullying and harassment, hate crime, increase diversity in civic and political participation etc.</p> <p>Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response</p>
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The proposed changes are likely to help the Council in fostering good relations between people who belong to any protected groups and those who do not.

1.3 Decision on the equality analysis

If you answer "yes" or "don't know" to ANY of the questions in section 1.2, you should undertake a full equality analysis. This is because either you already know that your change or review could have a different / significant impact on groups that share a protected characteristic (compared to non-protected groups) or because you don't know whether it will (and it might).

Decision	Guidance	Response
No, further equality analysis is not required	<p>Please state why not and outline the information that you used to make this decision. Statements such as 'no relevance to equality' (without any supporting information) or 'no information is available' could leave the council vulnerable to legal challenge.</p> <p>You must include this statement in any report used in decision making, such as a Cabinet report</p>	

Decision	Guidance	Response
Yes, further equality analysis is required	<p>Please state why and outline the information that you used to make this decision. Also indicate</p> <ul style="list-style-type: none"> • When you expect to start your full equality analysis • The deadline by which it needs to be completed (for example, the date of submission to Cabinet) • Where and when you expect to publish this analysis (for example, on the council website). <p>You must include this statement in any report used in decision making, such as a Cabinet report.</p>	<p>A full analysis will be undertaken for the main cabinet report in January 2018.</p> <p>The consultation on proposed changes will be used to identify and analyse the probable Impact of the proposed changes.</p> <p>The analysis will be published online along with the cabinet report.</p>
Officers that must approve this decision	Name and position	Date
Report author	Denise Bushay	8 August 2017
Director		

1.4 Feedback on Equality Analysis (Stage 1)

Please seek feedback from the corporate equality and inclusion team and your departmental lead for equality (the Strategy and Planning Manager / Officer)

Name of Officer		
Date received by Officer		Please send an acknowledgement
Should a full equality analysis be carried out?		Note the reasons for your decision

Stage 2 Use of evidence and consultation to identify and analyse the impact of the change

Use of data, research and consultation to identify and analyse the probable Impact of the proposed change

This stage focuses on the use of existing data, research, consultation, satisfaction surveys and monitoring data to predict the likely impact of proposed change on customers from diverse communities or groups that may share a protected characteristic.

Please see Appendix 2 (section 2) for further information.

2.1	Please list the documents that you have considered as a part of the equality analysis review to enable a reasonable assessment of the impact to be made and
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	<p>summarise the key findings.</p> <p>This section should include consultation data and desk top research (both local and national quantitative and qualitative data) and a summary of the key findings.</p>
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2.2	<p>Please complete the table below to describe what the analysis, consultation, data collection and research that you have conducted indicates about the probable impact on customers or staff from various groups that share a protected characteristic.</p>
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Group's with a "Protected characteristic" and broader community issues	Description of potential advantageous impact	Description of potential disadvantageous impact	Evidence Source

2.3	<p>Are there any gaps in information or evidence missing in the consultation, data collection or research that you currently have on the impact of the proposed change on different groups or communities that share a protected characteristic? If so, how will you address this?</p> <p>Please read the corporate public consultation guidelines before you begin: http://intranet.croydon.net/finance/customerservices/customerserviceprogramme/stepbystepguide.asp.</p>
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2.4	<p>If you really cannot gather any useful information in time, then note its absence as a potential disadvantageous impact and describe the action you will take to gather it.</p> <p>Please complete the table below to set out how will you gather the missing evidence and make an informed decision. Insert new rows as required.</p>
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Group's with a "Protected characteristic" and broader	Missing information and description of potential disadvantageous impact	Proposed action to gather information
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community issues		

Stage 3 Improvement plan

Actions to address any potential disadvantageous impact related to the proposed change

This stage focuses on describing in more detail the likely disadvantageous impact of the proposed change for specific groups that may share a protected characteristic and how you intend to address the probable risks that you have identified stages 1 and 2.

3.1 Please use the section below to define the steps you will take to minimise or mitigate any likely adverse impact of the proposed change on specific groups that may share a protected characteristic.

Equality Group (Protected Characteristic)	Potential disadvantage or negative impact e	Action required to address issue or minimise adverse impact	Action Owner	Date for completing action

3.2	How will you ensure that the above actions are integrated into relevant annual department or team service plans and the improvements are monitored?
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3.3	How will you share information on the findings of the equality analysis with customers, staff and other stakeholders?
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Section 4	Decision on the proposed change
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4.1	Based on the information in sections 1-3 of the equality analysis, what decision are you going to take?
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Decision	Definition	Yes / No
We will not make any major amendments to the proposed change because it already includes all appropriate actions.	Our assessment shows that there is no potential for discrimination, harassment or victimisation and that our proposed change already includes all appropriate actions to advance equality and foster good relations between groups.	
We will adjust the proposed change.	We have identified opportunities to lessen the impact of discrimination, harassment or victimisation and better advance equality and foster good relations between groups through the proposed change. We are going to take action to make sure these opportunities are realised.	
We will continue with the proposed change as planned because it will be within the law.	We have identified opportunities to lessen the impact of discrimination, harassment or victimisation and better advance equality and foster good relations between groups through the proposed change. However, we are not planning to implement them as we are satisfied that our project will not lead to unlawful discrimination and there are justifiable reasons to continue as planned.	
We will stop the proposed change.	The proposed change would have adverse effects on one or more protected groups that are not justified and cannot be lessened. It would lead to unlawful discrimination and must not go ahead.	

4.2	Does this equality analysis have to be considered at a scheduled meeting? If so, please give the name and date of the meeting.
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4.3	When and where will this equality analysis be published? An equality analysis should be published alongside the policy or decision it is part of. As well as this, the equality assessment could be made available externally at various points of delivering the change. This will often mean publishing your equality analysis before the change is finalised, thereby enabling people to engage with you on your findings.
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4.4	When will you update this equality analysis? Please state at what stage of your proposed change you will do this and when you expect this update to take place. If you are not planning to update this analysis, say why not
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4.5	Please seek formal sign of the decision from Director for this equality analysis? This confirms that the information in sections 1-4 of the equality analysis is accurate, Comprehensive and up-o-date.
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Officers that must approve this decision	Name and position	Date
Head of Service / Lead on equality analysis		
Director		

Email this completed form to equalityandinclusion@croydon.gov.uk, together with an email trail showing that the director is satisfied with it.